

U.S. Navy Certification Board

Alcohol and Drug Counselor Program

DANTES Test Centers' Authorization

The United States Navy Certification Board (USNCB) and the International Certification and Reciprocity Consortium (IC&RC) authorizes military installations with approved DANTES test centers to administer the Alcohol and Drug Counselor (ADC) I, the ADC II, the Certified Clinical Supervision (CCS) exam, and the Certified Prevention Specialist (CPS) examinations.

Background

Although the IC&RC is a member organization that has no certifying authority, it establishes standards for counselor certification through its membership. These standards serve as the bedrock for the various testing processes owned by IC&RC. In 1990, the Navy joined as a member board and is known as USNCB. Each board adheres to the IC&RC minimum standards and has the authority to add to but is prohibited from lowering the standards. These standards identify knowledge and skills an alcohol and drug counselor should possess. In addition, levels of competency were also established. These two elements constitute the minimum standards for certification as an alcohol and drug abuse counselor.

International Recognition

IC&RC is an internationally recognized organization with over 43 member boards including three foreign countries that ensures competence and professionalism in the field of alcohol and drug abuse counselors at an international level.

Description

Examination Description

USNCB offers four credentials, each one having a separate written examination with an additional oral exam for the ADC II credential.

- ADC I (Alcohol and Drug Counselor) Credential
 - ADC II (Alcohol and Drug Counselor) Credential
 - CCS (Certified Clinical Supervision) Credential
 - CPS (Certified Prevention Specialist) Credential
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ADC I Credential

The examination for the Alcohol and Drug Counselor I covers:

Domain	Questions	Time Limit
<ul style="list-style-type: none">• Assessment and Evaluation• Case Management• Counseling/Rehabilitation• Education• Legal/Ethical/Professional Responsibility• Addiction Sciences	150	3 hours

ADC II Credential

The examination for the Alcohol and Drug Counselor II covers:

Domain	Questions	Time Limit
<ul style="list-style-type: none">• Assessment• Counseling• Case Management• Education• Client/Family/Community Education• Professional Responsibilities	150	3 hours

CCS Credential

The examination for the Certified Clinical Supervision covers:

Domain	Questions	Time Limit
<ul style="list-style-type: none">• Assessment/Evaluation• Counselor Development• Management/Administration• Professional Responsibilities	150	3 hours

Continued on next page

Description, Continued

CPS Credential The examination for the Certified Prevention Specialist covers:

Domain	Questions	Time Limit
<ul style="list-style-type: none">• Program Coordination• Education and Training• Community Organization• Public Policy• Professional Growth and Responsibility• Planning and Evaluation	150	3 hours

Applications

**Order
Applications**

Order applications from

**NSHS NDACS
ATTN: Certification Office (Code 062)
Naval Submarine Base, Building 500
140 Sylvester Road
San Diego, CA 92106-3521**

**Phone: (619) 553-8173
DSN: 553-8173
Fax: (619) 553-8583**

**DANTES
Education
Officer
Affidavit**

The DANTES test center will administer certification examinations for approved Navy and Marine Corps applicants including civilian employees. The DANTES Test Control Officer (TCO) will complete the DANTES Education Officer Affidavit Section IV of the application.

**Forward
Applications**

Mail completed applications to the above address.

Administration

Written Exam Schedule

The written examinations are:

Exam	Schedule
ADC I	Given on a variable schedule, provided they are administered with 30 days of receipt at the examining facility.
ADC II	Given no more than 4 times per year, usually on the 2nd Friday of March, June, September, and December.
CCS	Given no more than 4 times per year, usually on the 2 nd Friday of March, June, September, and December.
CPS	Given no more than 4 times per year, usually on the 2 nd Friday of March, June, September, and December.

Passing Score

The passing score is different for each credential. For all credentials except ADC I, the testing company under contract to IC&RC determines the passing score.

USNCB

- After receiving notification of candidates passing the written exam, the USNCB will issue the appropriate certification.
 - Candidates seeking the ADC II credential must also pass an oral exam. No credential will be awarded until the candidate fulfills all requirements for that credential.
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Eligibility for Oral Examination

- A candidate must pass the ADC II written examination in order to be eligible to take the oral examination for ADC II.
 - The USNCB will provide a letter of eligibility and referral to the appropriate certification board who will conduct the oral exam on behalf of the USNCB. This referral will be made by geographical location of the candidate.
 - All costs for the oral exam will be the responsibility of the candidate.
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Oral Examination

The oral examination is not administered through DANTES. It consists of preparation and oral defense of the case history of a client who has completed treatment and is no longer receiving services.

**90 Days Prior
to Oral
Examination**

The candidate will submit five copies of the prepared written case outlined in the portfolio. The examining board will distribute copies of the written case to the appropriate examining officials. After the examining board approves the case, the candidate will be notified the exact date, time, and location of the oral exam. The notification slip also serves as the admission slip into the examination site.

Program Materials and Assistance

Study Guides

A study guide for the ADC II examination will be provided to all applicants after their application has been approved by the USNCB. To purchase a study guide prior to the application being approved or to inquire about the availability of study guides for other examinations, contact:

**IC&RC AODA, Inc.
120 First Flight Lane
Morrisville, NC 27560**

**Phone: (919) 572-6823
Fax: (919) 361-0365**

**Return of
Examinations**

- In the case of the ADC I examination, return all examination materials immediately to the USNCB.
 - For all other examinations, return all materials to the IC&RC testing agent as identified in the examination instructions.
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Retesting

Retesting

Examinees who fail the examination and who wish to retake the examination must follow the procedures described in their failure notice.

Certification Maintenance

Certification Maintenance

Credentials are issued for 3 years. Requirements for recertification are described in the counselor portfolio for each type of credential.

Failure to meet requirements for recertification will result in the loss of that credential.

Problems

Problems

Contact the USNCB immediately if there are any problems involving receipt of:

- Descriptive information
- Examinations
- Examination scores, and/or
- Certificates (not being received in a timely manner)

See page III-22-3 for address and telephone numbers.

Security

Test Loss or Compromise

Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is an USNCB test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address and telephone numbers are:

DANTES	Phone: (850) 452-1360
Code 20F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	

Web Pages and E-mail Address

DANTES Web Address

Access the DANTES WEB pages at <http://www.dantes.doded.mil>.

DANTES E-mail Address

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
